

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO COMPLETE YOUR ORDER TO MODIFY CUSTODY, PARENTING TIME (formerly known as "VISITATION") CHILD SUPPORT and OTHER COURT PAPERS

STEP 1: Before you go to your court hearing, complete the forms in this packet to ask the court to modify or change an existing court Order for child custody, parenting time and child support.

- ◆ Have in front of you a copy of the current **"Parenting Plan"** (if you have one), **"Child Custody/Parenting time Order,"** the **"Child Support Order,"** and any **"Wage Assignment Order."** You will need to look at these documents to complete the paperwork and to answer the judge's questions at the hearing.

STEP 2: Complete the **"Order Modifying Custody, Parenting time and Support"**

- ◆ In the top left corner of the first page, fill out the following: your name; address; city, state, zip code; telephone number; your ATLAS number, if you are receiving or have received AFDC from the Arizona Department of Economic Security; your attorney's bar number; if you are represented by an attorney. Then check the box to say whether you are representing yourself or are represented by an attorney. If you are represented by an attorney, write your name in the space provided.
- ◆ Fill in the section that says Name of Petitioner and Name of Respondent, **exactly** as it appears on your original Divorce, Paternity, or Child Custody papers. If your original case was a Paternity, remember that the Plaintiff is now called the Petitioner and the Defendant is now called the Respondent. If this is the first court case you are filing in Maricopa County, write in your name as Petitioner and the other party as Respondent.
- ◆ Fill in your case number on the line next to Case Number using your original case number from your Divorce, Paternity, or Child Custody papers. If your court order was from another county, make sure you follow the steps above. Use the new case number the Clerk of the Court assigns you.
- ◆ Leave the rest of the Order blank for the judge to fill in.

STEP 3: Complete the other necessary documents to change custody, parenting time and support.

- ◆ **"Parenting Plan."** Use the **"Parent Child Access Guidelines"** in the Instruction Packet Number 4 to help you complete this form.

Hints to help you complete the **"Parenting Plan."**

1. State your parenting time arrangements as clearly as possible. For example, **Alternating weekends from after work on Friday, at 6:00 p.m. until Sunday at 6:00 p.m.**
2. Avoid vague or unclear statements such as "will share, will divide, or will decide later." These statements may result in future disputes related to different interpretations. Although flexibility and mutual agreement is encouraged, the document must be specific to be legally enforceable.

- ◆ ***“Child Support Worksheet.”*** See the ***“Child Support Guidelines”*** in the Instructions Packet Number 4 to help you complete this form. Attached are the documents that are required to modify or change the child support order.

The Clerk of Superior Court can help you complete the forms, if you have an appointment. To schedule an appointment, contact the Support Orders Unit at 602-506-3762. The Support Orders Unit is located at the Central Court Building, 201 West Jefferson, 1st floor, Phoenix, Arizona, and at the Southeast Judicial Complex, 222 East Javelina, 1st floor, Mesa, Arizona.

If you schedule an appointment, please bring the following things to your appointment:

- ◆ ***“Judgment Data Sheet”*** (a copy is included in the forms packet)
 - ◆ A copy of ***“Child Support Order”*** you want to modify or change
 - ◆ Monthly gross income for both parties
 - ◆ Amount of monthly child support paid for in another case for both parties
 - ◆ Amount of monthly spousal maintenance/support paid for in this case or in another case for both parties
 - ◆ Monthly medical insurance premium paid for child(ren) in this case for both parties
 - ◆ Monthly child care costs for child(ren) in this case for both parties
 - ◆ Extra education expenses for child(ren) of this case (i.e. private school tuition) for both parties
 - ◆ Cost of meeting needs for gifted or handicapped child(ren) in this case for both parties
- ◆ ***“Order of Assignment and Employer Information Sheet.”*** This document is required whenever child support is paid by one party. See the instructions in this packet to help you fill out this Order.
 - ◆ ***“Order Stopping an Order of Assignment and Employer Information Sheet.”*** This document is required whenever child support has been ordered and you need to have child support stopped. See the instructions in this packet to help you fill out this Order.
 - ◆ ***“Judgment Data Sheet.”*** See the instructions in this packet to help you fill out this document.

**ALL FORMS REFERRED TO IN THESE INSTRUCTIONS
ARE AVAILABLE AT THE SELF SERVICE CENTER.**